

From: Conner, Dede - KDE Division Directo
Sent: Thursday, August 28, 2025 9:09 AM
To: All State KSIS Contacts
Subject: KSIS Notification: Missing Children Annual Review

KSIS Points of Contact – FYI, the information below was shared with District Safe Schools Administrators today.

From: Spalding, Windy - Office of Continuous Improvement and Support
Sent: Thursday, August 28, 2025 9:05 AM
To: Spalding, Windy - Office of Continuous Improvement and Support
Cc: Konny, Blake - Division of Student Success
Subject: Missing Children Annual Review

District Safe Schools Administrator,

A missing student's educational records in Infinite Campus will be automatically flagged when the Kentucky State Police notifies the Kentucky Department of Education (KDE). It is imperative that principals ensure all appropriate school and district personnel are aware of the situation and that they comply with the stipulations of the statutes. They must immediately report to local law enforcement or the Kentucky State Police if any of the following occurs: someone in the school knows of the student's whereabouts; the identified student is currently present at the school; or an individual or a school requests the student's records.

A student records transfer request cannot be processed if the student is actively missing, and staff should not manually alter the flag in Infinite Campus. Infinite Campus will automatically end-date the flag when KDE receives notification from Kentucky State Police that a missing student is located.

Schools must ensure that the principal email address is kept current in Infinite Campus to ensure missing children notifications from KDE are directed to the appropriate personnel. Additionally, a process alert will be sent to all members of the Missing Child User Group with calendar rights to the school(s) of the missing student. Schools and districts can reference KDE's Missing Child Process and Procedures to prepare and maintain. Additional information and resources can be found on KDE's [Missing Children website](#).

Questions regarding the missing child process can be directed to [Blake Konny](#), Program Consultant, or [Windy Spalding](#), Data Manager.

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